

**CLASSIFICATION:** EDUCATIONAL DIRECTOR

**Class Code:** 3980-26

**Date Established:** 03-09-72

**Occupational Code:** 7-3-1

**Date of Last Revision:** 05-01-15

**Exempt Status:** Exempt

**BASIC PURPOSE:** To direct and oversee vocational, training, and education programs and activities while meeting State of New Hampshire, Department of Education standards for school and technical program approval, and to coordinate with other state agencies, partners, and stakeholders in order to maximize resources and to leverage educational services within an agency or institutional setting.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

- Develops policies and procedures to provide overall direction of agency or institutional educational programs to meet behavioral, academic, technical, and life skill needs.
- Plans and assists with budget activities and provides input for the biennial budget, maximizes program funding, and determine effective resource allocations to meet educational program goals and agency or institutional needs.
- Analyzes and evaluates educational programs to determine effectiveness and to ensure compliance with state and federal regulations; implements and monitors corrective actions and improvement planning, and ensures that standards are met and deficiencies are resolved.
- Prepares educational and program summaries/reports for administration, partners, and stakeholders, and researches and writes federal grant requests; expands programming, services, and funding.
- Serves as a liaison and consults with federal officials, representatives of the Department of Education, other agencies, and partners, regarding school, program, and academic curricula, teacher certification, and appropriate administrative actions required to implement multiple educational and vocational programs.
- Testifies on legislative bills in the interest of the department or division and represents the department at various committees and at meetings.
- Supervises teachers, counselors and other staff in the education unit.
- Recruits applicants, organizes and conducts interviews and selection process, and recommends nomination to superintendent.
- Ensures that appropriate accreditations, industrial certifications, governing regulations and compliance standards are in place for a multitude of education and vocational programs and personnel.

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**DISTINGUISHING FACTORS:**

**Skill:** Requires skill in analyzing and interpreting data, policy, and procedures OR in using equipment in order to arrive at logical conclusions or recommendations.

**Knowledge:** Requires logical or scientific expertise to resolve problems of a specialized or professional nature in a wide range of applications.

**Impact:** Requires responsibility for achieving direct service objectives by assessing agency service needs and making preliminary recommendations for the development of alternative short-term program policies or procedures. Errors at this level result in incomplete assessments or misleading recommendations causing a disruption of agency programs or policies.

**Supervision:** Requires direct supervision of programs or of employees doing work which differs from the supervisor, including disciplining employees, solving personnel problems, recommending hiring and firing employees, and developing work methods. The supervisor in this position manages a working unit or section with responsibility for employee performance appraisal.

**Working Conditions:** Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

**Physical Demands:** Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

**Communication:** Requires reviewing summaries and reports and making decisions to solve problems or to achieve work objectives as well as articulating and expressing those solutions and goals. This level also requires formal presentations of solutions and goals to employees and the general public to increase the responsiveness of the agency toward the demands of its client system.

**Complexity:** Requires evaluating a combination of wide-range job functions to determine work procedures, to solve problems, and to reach conclusions by applying analytical, technical, or scientific thinking. This level also requires planning policies and long-term strategies, drawing conclusions based on available criteria, and evaluating the effectiveness of program objectives.

**Independent Action:** Requires independent judgment in planning and evaluating work procedures and in supervising the development of professional, technical and managerial standards under administrative direction and according to broad departmental guidelines.

#### **MINIMUM QUALIFICATIONS:**

**Education:** Master's degree from a recognized college or university with major study in education or educational administration.

OR

**Education:** Master's degree from a recognized college or university with major study in business, organizational development, or a related field, provided that the undergraduate degree is in the field of education and the applicant possesses certification by the NH Department of Education as a special education director, principal or vocational director.

**Experience:** Six years of experience as a professional educator, two years of which shall have been in a management level position involving administrative or supervisory duties concerned with program administration, program planning, and evaluation.

**License/Certification:** None required, except as specified above.

**RECOMMENDED WORK TRAITS:** Extensive knowledge of program administration and evaluation. Knowledge of teaching methods and educational materials relating to the administration of educational and vocational training programs. Extensive knowledge of state and federal laws relating to educational standards. Extensive knowledge of special educational needs of the population served. Familiarity with pertinent laws and regulations governing the statewide standardization of education, particularly as related to persons under correctional supervision. Knowledge of the principles of supervision, administration, systems management associated with correctional training and educational programs, as applicable to position. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources. Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects. Ability to interpret statutory provisions for applicability to an institutional educational/vocational program. Ability to formulate, administer and enforce rules and policies concerning the proper conduct of staff and/or incarcerated students. Ability to write clear and comprehensive educational programs and goals. Ability to communicate effectively orally and in writing. Ability to prepare budgets. Ability to develop and maintain effective working relationships with educational associates, governmental officials, other institutional staff members and other professional persons assigned to the institution. Ability to work in an unpredictable and confined environment. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

**DISCLAIMER STATEMENT:** This class specification is descriptive of general duties and is not intended to list every specific function of this class title.